



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT

GA-06-MPP/ESEP-061

OPENING DATE

09/28/2006

CLOSING DATE

10/19/2006

POSITION

Medical Technologist (Laboratory Computer
Applications Coordinator)
GS-644-11/12

LOCATION AND DUTY STATION

Clinical Laboratory Service Branch
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY

GS-11: \$53,889 - \$67,749 PA
GS-12: \$60,895 - \$77,500 PA

NUMBER OF VACANCIES

One (1): PCN: 205122

APPOINTMENT

☐ Permanent

WORK SCHEDULE

☐ Full Time

AREA OF CONSIDERATION

☐ IHS Wide

PROMOTION POTENTIAL

☐ Yes, to GS-12

SUPERVISORY/MANAGERIAL

☐ No supervisory responsibility

HOUSING

☐ Private housing only

TRAVEL/MOVING

☐ May be Paid for Eligible Employee

DUTIES: This position is responsible for diagnosing hemostatic and metabolic disorders and integrating the laboratory package within the GIMC computer information systems. Performs the full range of advanced level work in the Chemistry, Urinalysis, Hematology, Blood Bank and Microbiology sections of the Clinical Laboratory. Oversees ancillary testing services for the entire Medical Center Facility. Evaluates the quality of laboratory services and adequacy of equipment, personnel, and working accommodations through site inspections and/or review of reports. Plans, implements, and coordinates quality control programs, and assures participation in acceptable proficiency testing programs by all laboratory personnel. The incumbent plans and coordinates the laboratory computer applications. Trains staff personnel in the procedures utilized to receive maximum effort from applications of computer based laboratory tests. Serves as consultant and advisor to other Area IHS facilities and laboratory personnel on various aspects of laboratory computer packages. Provides for update in procedural manuals and assures compliance. Assesses costs and budgetary development. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

BASIC REQUIREMENTS FOR ALL GRADES: Candidates for all Medical Technologist positions must have successfully completed the requirements of one of the following paragraphs:

A. Degree: Medical Technology, Chemistry, or Biology that included or was supplemented by at least 16 semester hours of biologic science of which 1 course was in microbiology and 1 course was in immunology; 16

semester hours of chemistry of which 1 course was in organic or biochemistry; and 3 semester hours of college mathematics; **OR**

- B. A full 4-year course of study that included or was supplemented by at least 12 months in a college or hospital-based medical technology program or medical technology school approved by a recognized accrediting organization. The professional medical technology curriculum may have consisted of a 1-year post baccalaureate certificate program or the last 1 or 2 years of a 4-year program of study culminating in a bachelor's in medical technology; **OR**
- C. A combination of (1) at least 35 semester hours of biologic science, chemistry, and mathematics as described in paragraph A above and (2) additional appropriate education and/or experience, totaling 4 years. This combination of education and experience must have provided knowledge of the theories, principles, and practices of medical technology equivalent to that provided by the full 4-year course of study described in A or B above.

IN ADDITION TO THE BASIC REQUIREMENTS: For GS-12, applicants must have 52 weeks of specialized experience equivalent to the GS-11 to qualify and for the GS-11, applicants must have 52 weeks of specialized experience equivalent to the GS-9 level.

SPECIALIZED EXPERIENCE: Experience in diagnosis of clinical disorders, performing routine and specialized studies in the specialty (Microbiology, Hematology, etc.) solving complex diagnosis problems, modifying or adapting new methods or techniques to improve or expand services in the department and integrating the laboratory package within the computer information systems. Experience overseeing various ancillary services.

POSITIVE EDUCATION REQUIREMENT: Yes **LICENSURE REQUIRED:** No

SELECTIVE PLACEMENT FACTOR: None

TIME-IN-GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade requirements. Candidates applying under the provisions of the Merit Promotion Plan for GS-12 must have completed 52 weeks of service at the GS-11 level and for GS-11 must have completed 52 weeks of service at the GS-09 by the closing date of this announcement.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment in the IHS. Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: IMMUNIZATION REQUIREMENT- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

NOTE: Refer to OPM Operating Manual Qualification Standards for General Schedule Positions or IHS Excepted Service Qualification Standard, Series GS-644 for complete information. Substitution of education for experience will be made in accordance with these standards. **TO OBTAIN EDUCATIONAL CREDIT, APPLICANTS MUST SUBMIT OFFICIAL COLLEGE TRANSCRIPTS.** For more complete information, contact you're the Servicing Personnel Office.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service

employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received Reduction-in-Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career and career-conditional (tenure I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS within the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g. submit all required documentation, etc.)
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified **by achieving a score of 80 on a rating scale of 70 to 100** for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Failure to submit this narrative may adversely affect your ranking for this position. Describe your qualifications in each of the following:

1. Knowledge of the laboratory information system, including the ability to monitor and coordinate the laboratory package software within the hospital RPMS system; maintain the use of the RPMS laboratory package software and updates; establish program specifications; and troubleshoot software failures.
2. Knowledge of medical technology principles and concepts to include medicolegal responsibilities and statutes governing such sufficient to be a subject matter expert in all department of the clinical laboratory.
3. Ability to teach.
4. Knowledge of recognized reference standards, medicolegal responsibilities, accrediting agency requirements and Federal/State laws and regulations sufficient to ensure that the lab software package and computer programs, plans and procedures are consistent with requirements.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS

HOW AND WHERE TO APPLY:

All applicants must submit the following to the Gallup Indian Medical Center, Division of Human Resources, P.O. Box 1337, Gallup, NM 87305, by close of business (4:30 p.m.) on the closing date: 10/19/2006. For more information contact: Irene Benallie at (505) 726-8720. **Electronic or telefaxed Resumes or applications will not be accepted.**

- 1) OF-612, Optional Application for Federal Employment; or
SF-171, Application for Federal Employment; or
Resume or any other written application format. See **INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS outlined below.**
- 2) OF-306, Declaration for Federal Employment must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may be hired; you may be fired after you being work; or you may be fined or jailed.**
- 3) IHS Child Care Addendum, this position is covered under the Child Care and Indian Child Worker Laws,

P.L. 101-647 and P.L. 101-630, all applicants must sign the required "Addendum to Declaration for Federal Employment". Consideration for an offer of employment may be denied if there are affirmative responses on the "Addendum to Declaration for Federal employment."

- 4) A copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 (or equivalent form issued by the Tribe authorized by PL 93-638 Contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432 but must state that such documentation is contained in their Official Personnel Folder.
- 5) DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. *Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible;*
- 6) Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee;
- 7) Latest Performance Appraisal, if a *current* federal employee;
- 8) Official College Transcript, to show proof of undergraduate or graduate education.
- 9) Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

****INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **MUST** contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #6 (High School), #7 (College and Universities) and #8 (Work Experience) would be used to evaluate your qualifications for this position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area code);
3. Social Security Number;
4. Country of Citizenship;
- 5) Highest Federal civilian grades held (give series and dates held);
6. **High School** - Name, City, State (zip code, if known), and date of Diploma or GED;
7. **College and Universities** - Name, City, State (zip code, if known), Major(s), Type and Year of Degree received (if no Degree, show Total Semester or Quarter Hours earned);
8. **Work Experience** (paid and non-paid) - Job Title, Employer's Name and Address, Supervisor's Name and Telephone Number; Description of Duties and Accomplishments, Starting and Ending Dates (Month/Year); Average hours worked per week; and Salary;
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honors, awards, special accomplishments.

NOTE: **THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION.** Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on case-by-case basis.

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

ADDITIONAL SELECTIONS: Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered with the Commissioned Corps by submitting a resume to the GIMC-Human Resources Office. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston standard or the Civil Service Standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, these applicants must provide specific information related to any knowledge, skills, and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: Selection for positions will be based solely on merit with no discrimination for non-merit reasons such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or Membership or Non-Membership in an employee organization. Promotions or appointment will not be based on personal relationship or other types of personal favoritism or patronage.

Irene Benallie
PERSONNEL CLEARANCE

09/27/2006
Date

THIS ANNOUNCEMENT NUMBER - GA-06-MPP/ESEP-061, MUST INDIVIDUALLY IDENTIFY EACH APPLICATION AND DOCUMENT FORM. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON APPLICATION FORMS AND SUPPLEMENTAL STATEMENTS.

SUPPLEMENTAL QUESTIONNAIRE
Medical Technologist, GS-644-11/12

1. **CURRENT AND WORKING KNOWLEDGE OF THE LABORATORY INFORMATION SYSTEM. (LIS). INCLUDING THE ABILITY TO MONITOR AND COORDINATE THE LABORATORY PACKAGE SOFTWARE WITHIN THE HOSPITAL RPMS SYSTEM; MAINTAIN THE USE OF THE RPMS LABORATORY PACKAGE SOFTWARE AND UPDATES; ESTABLISH PROGRAM SPECIFICATIONS; AND TROUBLESHOOT SOFTWARE FAILURES.** This current working knowledge of the LIS package to monitor, plan, train, and maintain the use of the RPMS Laboratory Package, including updates; coordinates the work with others, including IRM Staff, Medical Staff, and Operating Staff. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **KNOWLEDGE OF MEDICAL TECHNOLOGY PRINCIPLES AND CONCEPTS TO INCLUDE MEDICOLEGAL RESPONSIBILITIES AND STATUTES GOVERNINING SUCH SUFFICIENT TO BE A SUBJECT MATTER EXPERT IN ALL DEPARTMENT OF THE CLINICAL LABORATORY.** This is professional knowledge of the concepts, principles, and practices of medical technology, inclusive of JCAHO, CAP, HFCA, and other regulatory agencies standards and regulations, to coordinate clinical laboratory services involving the LIS, advise management, assess needs, and plan and implement improvement programs in all areas of the laboratory. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **ABILITY TO TEACH.** This is the ability to teach and convey information in either a group setting or on a one-to-one basis to hospital personnel with different levels of experience and needs relating to the LIS; ability to gain cooperation of others in a professional and courteous manner; ability to develop a LIS competency program and monitor and evaluate employees' progress and competency on a continual basis. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **KNOWLEDGE OF RECOGNIZED REFERENCE STANDARDS, MEDICOLEGAL RESPONSIBILITIES, ACCREDITING AGENCY REQUIREMENTS AND FEDERAL/STATE LAWS AND REGULATIONS SUFFICIENT TO ENSURE THAT THE LAB SOFTWARE PACKAGE AND COMPUTER PROGRAMS PLANS AND PROCEDURES ARE CONSISTENT WITH REQUIREMENTS.** This the professional and current knowledge of Federal/State laws, regulatory and accrediting agencies requirements applicable to operation of a Laboratory Information System; in-depth knowledge of confidentiality and privacy laws; knowledge of methods and procedures required to modify LIS operating systems ensuring that changes are consistent with all regulatory requirements.

What was the duration of these activities?

Who can verify this information: (Please provide a telephone number.)

C-E-R-T-I-F-I-C-A-T-I-O-N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant (Sign in Ink)

Date